THE KESSLER SCHOOL
Creating a Community of Diverse Learners

Technology Code of Conduct Agreement

Students may access TKS computers after this form has been signed.

The Kessler School offers students, staff, and faculty a range of technology designed to support excellence in teaching and learning. In particular, the Internet and e-mail provide our community with access to resources and opportunities for collaborative work. The use of these technologies is a privilege that must be used effectively and ethically. The school reserves the right to limit or suspend technology access privileges to any user who is not using the school's technological resources responsibly and ethically. Parents/Guardians are liable for damaged equipment.

Therefore, the use of the Internet and other telecommunication technologies at The Kessler School:

- shall be in support of education and research;
- shall be consistent with other school policies; and
- shall ensure the use of computers in a responsible, efficient, ethical, and legal manner.

Personal Device Policy

The use of student cell phones and smart watches is prohibited during school hours to support an optimal educational environment for all students, minimize distractions during instructional time, and help our students establish healthy habits of technology usage.

Cell Phones:

- Students must keep their cell phones (smart or flip) turned off and stored in their backpacks or lockers during school hours, including lunch and recess.
- Students violating this policy must turn in their phones to their teachers for the day, and the teacher may inform the students' parents/guardians of this violation.

Smart Watches:

- Smart watches must be set to "school-mode" or an equivalent setting that prevents all notifications and disruptions.
- The use of smart watches for communication or other non-educational purposes during class time is not permitted.
- Students violating this policy must turn in their smartwatches to their teachers for the day, and the teacher may inform the students' parents/guardians of this violation.

Acceptable Uses and Ethical Behavior

In using technology, students, staff, and faculty are expected to adhere to the same standards of ethical behavior that govern other aspects of our school community:

- Exercise good judgment when visiting Internet websites. Do not visit sites that contain objectionable material. Ask a teacher or a parent/guardian if you are unsure whether the site is appropriate.
- Be polite; use appropriate language for all communications. Avoid jokes or statements that might offend others.
- To protect your privacy and safety, follow your teacher's instructions and do not give out

your address, telephone number, or full name.
- Careful use of equipment to avoid damage or loss.

Unacceptable Uses and Unethical Behavior

Any unacceptable or illegal use of technology could cause embarrassment to the user and the school and is a violation of our Code of Conduct. It could even threaten freedom of access to information within our school community. Misuse includes sending or seeking to receive messages that contain inappropriate matter. Students are strictly forbidden from utilizing artificial intelligence technologies, including but not limited to AI-generated content or AI-assisted tools for any graded assignments unless the teacher has given specific permission to do so. This policy ensures academic integrity and fairness in assessment processes.

Other unacceptable uses include:

- accessing websites that contain explicit materials or offensive language – it is the user's responsibility not to initiate access to such material. If there is a question about the acceptability of material on a website, it is probably not appropriate;
- deleting or changing any application or file belonging to the network or another person;
- trying to access other individual's or other institutions' files or emails.
- modifying or copying any files/data of other users without their specific consent;
- forwarding another user's communication without the author's prior consent;
- copying commercial software or personal intellectual property in violation of copyright laws;
- destroying, modifying, or abusing hardware or software in any way. TKS computers are configured in a way that is most useful to most of our community and should not be changed to meet individual preferences;
- using the school's computers or networks for commercial purposes; Students should not use the school computers for purchasing products or services unless they have written consent from the Head of the School. The School will not be responsible for financial obligations arising from unauthorized purchases;
- sending out unauthorized all-school e-mail will result in a school disciplinary action;
- downloading games or programs or playing games on the Internet without specific permission from a teacher;
- cyberbullying, or harassing another person via e-mail or any other Internet vehicle. For more information, see the Social Network/Internet Policy section in the Family Handbook.

Consequences for technology-related violations will be addressed in ways that include, but are not limited to:
- written e-mail warning to student and parents/guardians;
- meeting with parents and the student;
- suspension of technology privileges;
- referral to the Head or Assistant Head of School for possible disciplinary action;
- suspension/dismissal from school;
- legal action;
- financial responsibility for damaged equipment; and
- other actions as deemed appropriate to the situation.

Please remember that the use of the Internet and school computers is a privilege, not a right. **Parents/ Guardians must sign an electronic acknowledgment agreement before the use of school technology can begin.** Persons having access to technology at TKS must have the Technology Code of Conduct Agreement in an electronic file.